

**MINUTES AND REPORT OF THE CEMETERIES, OPEN SPACES & SUSTAINABILITY  
COMMITTEE  
HELD ON 25 JUNE 2026**

*	Councillor	PS Rivers
0	Councillor	Adam
*	Councillor	Crooks
*	Councillor	Duce
*	Councillor	Martin

Substitutes      Councillor PMA Rivers for Councillor Adam

\* Present            # Absent & No Apology Received            0 Apology for Absence            L Late

107.250626  
MINUTES

As this is the first meeting of the newly formed Cemeteries, Open Spaces & Sustainability Committee, there were no minutes to approve.

108.250626  
APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above. Members agreed substitutes.

109.250626  
ELECTION OF COMMITTEE VICE-CHAIR

Proposed by Cllr PS Rivers, seconded by Cllr PMA Rivers, Members elected Cllr Duce as Vice-Chair of the Committee.

110.250626  
DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS

Members made no declarations of interest in relation to any item on the agenda for this meeting, which is required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

111.250626  
PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC

No petitions/statements/questions had been received from members of the public in accordance with Standing Order No 4.

112.250626  
QUESTIONS BY MEMBERS

No questions from Councillors were submitted in accordance with Standing Order 6.

113.250626  
COMMITTEE MEMBERS INDUCTION & SERVICE OVERVIEW

Members received a briefing from the CEO on the role of the Cemeteries, Open Spaces & Sustainability Committee within the Council's new Committee structure. Members noted the presentation and the work undertaken by the grounds and facilities maintenance team.

114.250626

WORK PROGRAMME

Members considered the draft Committee's Work Programme and agreed to the items contained on the schedule. Following discussion it was agreed to add an annual Strategic Risk Assessment review. The agreed work programme is attached to record minutes.

115.250626

BUDGET MONITORING

Members noted the Budget Monitoring Report to 16 June 2026 (detailed report attached to record minutes) and raised no concerns.

116.250626

GTC CARBON AUDIT 2025/26

Members noted the GTC Carbon Audit Report for the period 1 April 2025 - 31 March 2026.

117.250626

ALLOTMENT AGREEMENTS UPDATE

Members considered the proposed amendments to the Allotment Agreements and RESOLVED to approve:

- a. The amendments included in the template Allotment Agreement, which ensure the agreement aligns with the appropriate Allotment Acts; and
- b. That the approved changes be included in the 2026-27 Allotment Agreements, due to be issued in the Autumn of 2026.

Approved Allotment Agreement attached to the record minutes.

118.250626

PLAYGROUND INSPECTION TRAINING COURSE

Members noted and agreed the benefit of two members of staff from the maintenance team being booked onto a one-day playground inspection training day.

119.250626

PEPERHAROW ALLOTMENTS - CONSULTATION

Members considered the draft wording of the communication letter and RESOLVED to approve the letter for consultation.

120.250626

SERVICE VEHICLES

Members considered the capacity and reliability of the current assessment of the GTC maintenance vehicle fleet (attached to record minutes) and RESOLVED to agree to:

- a. Authorise the disposal of the Council's ABTe Transporter EV.
- b. Authorise the procurement of a suitable second-hand electric panel van to support council operations.
- c. Authorise the procurement of a suitable second-hand small utility van, with all costs met from Cost Centre 301 – Equipment (4301) and balance of funds in 301/4131 Vehicle

purchase and on road costs not to exceed £20,000. (£4925 from 301-4131, up to £15,075 from 301-4301 (leaving a balance of £13,798).

121.250626

PUBLIC NOTICEBOARDS

Members considered requests to replace the damaged noticeboard by the Eashing Lane bus stop and to provide a new noticeboard (subject to appropriate permissions/permitted development rights) by Huxley Close within the Charterhouse ward.

In RESOLVING to approve the request, to maintain uniformity across the town, Members agreed that provision of new boards should match existing style, and approved expenditure of £2,000 to be met from cost centre 301, nominal code 4301.

122.250626

DATE OF NEXT MEETING

The next meeting of the Cemeteries, Open Spaces & Sustainability Committee is scheduled to be held in the Oglethorpe Room on Thursday, 27 August 2026 at 6.30pm.

123.250626

ANNOUNCEMENTS

There were no announcements.

8. CEMETERIES, OPEN SPACES & SUSTAINABILITY COMMITTEE – WORK PROGRAMME

<b>TASK</b>	<b>When</b>	<b>COMMENT</b>
Budget Monitoring	Each Meeting	Action - RFO
Budget Setting	Annually – Meeting Three (October)	Proposed budget requirements to be considered by Management Committee in November – Action - RFO
Review of staffing capacity	Annually – Meeting Two (August)	Report any proposed amendments to Staffing Committee for September Review – Action CEO/DCEO
Review of future equipment requirements and replacement plan	Annually – Meeting Four (February 2027)	Operations and Compliance Officer/ Maintenance Supervisor
Playground maintenance and upkeep procedures	Procedures to be established before completion of transfer of 1 <sup>st</sup> playground area from WBC	Target date for consideration by committee September 2026 - DCEO
Future Playground improvement strategy	On completion of all proposed CAT transfers and review of each play areas needs	Action DCEO
Carbon Audit	Annually – Meeting One (June)	Action CEO
Review of Burial Statistics	Annually – Meeting One (June)	Action CEO
Pesticide and Herbicide Use Policy	Policy & procedures to be presented by Meeting Four – February – 2027	Action DCEO
Future projects plan 2028 - 2031	Draft plan to be considered Meeting One 2027/28	Action CEO/DCEO
Strategic Risk Assessment	Annually – Meeting Four	Chair/CEO assessment against corporate plan objectives

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/06/2026

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Allotments</u>											
1302 Rents	0	0	0	13	0	(13)	2,900			0.5%	
Allotments :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>13</u>	<u>0</u>	<u>(13)</u>	<u>2,900</u>			<u>0.5%</u>	<u>0</u>
4102 Property Maintenance	0	0	0	22	300	278	300		278	7.2%	
4141 Water Services	0	36	36	119	108	(11)	432		313	27.5%	
4171 Grounds Maintenance Costs	0	250	250	390	750	360	3,000		2,610	13.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>286</u>	<u>286</u>	<u>530</u>	<u>1,158</u>	<u>628</u>	<u>3,732</u>	<u>0</u>	<u>3,202</u>	<u>14.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(286)</u>	<u>(286)</u>	<u>(517)</u>	<u>(1,158)</u>	<u>(641)</u>	<u>(832)</u>				
Grand Totals:- Income	0	0	0	13	0	(13)	2,900			0.5%	
Expenditure	0	286	286	530	1,158	628	3,732	0	3,202	14.2%	
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(286)</u>	<u>(286)</u>	<u>(517)</u>	<u>(1,158)</u>	<u>(641)</u>	<u>(832)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>(286)</u>	<u>(286)</u>	<u>(517)</u>	<u>(1,158)</u>	<u>(641)</u>	<u>(832)</u>				

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Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>301 Cemeteries &amp; Open Spaces</u>											
1302 Rents	1,400	2,366	966	6,032	7,098	1,066	33,392			18.1%	
1303 Other customer/client receipts	450	1,200	750	5,550	5,600	50	16,400			33.8%	
1700 Interment	1,290	3,200	1,910	19,350	9,600	(9,750)	38,400			50.4%	
1701 Monument	0	230	230	2,775	690	(2,085)	2,760			100.5%	
1702 Purchase of Grave Space	2,880	5,750	2,870	42,320	17,250	(25,070)	69,000			61.3%	
1703 Other Cemetery Fees	0	0	0	2,400	0	(2,400)	0			0.0%	
<b>Cemeteries &amp; Open Spaces :- Income</b>	<b>6,020</b>	<b>12,746</b>	<b>6,726</b>	<b>78,427</b>	<b>40,238</b>	<b>(38,189)</b>	<b>159,952</b>			<b>49.0%</b>	<b>0</b>
4001 Salaries	0	10,662	10,662	20,750	31,992	11,242	127,950	107,200		16.2%	
4002 Employer's NIC	0	1,349	1,349	2,702	4,051	1,349	16,192	13,490		16.7%	
4003 Employer's Superannuation	0	1,887	1,887	3,544	5,664	2,120	22,647	19,103		15.6%	
4011 Staff Training	0	334	334	573	994	421	4,000	3,427		14.3%	
4014 Sexton Duties	0	125	125	600	375	(225)	1,500	900		40.0%	
4015 Grave Digging	0	1,200	1,200	5,050	3,600	(1,450)	14,400	9,350		35.1%	
4102 Property Maintenance	672	1,016	344	1,241	3,056	1,815	12,200	10,959		10.2%	
4103 Maintenance Contracts	0	217	217	430	657	227	2,610	2,180		16.5%	
4111 Energy Costs	284	500	216	1,089	1,500	411	6,000	4,911		18.2%	
4131 Rates	0	0	0	3,672	8,597	4,925	8,597	4,925		42.7%	
4141 Water Services	0	77	77	165	231	66	924	759		17.8%	
4162 Waste Removal	579	500	(79)	899	1,500	601	6,000	5,101		15.0%	
4163 Domestic Supplies	34	66	32	120	206	86	800	680		15.1%	
4164 Workshop Consumables	21	335	314	281	1,005	724	4,020	3,739		7.0%	
4171 Grounds Maintenance Costs	4,795	4,243	(552)	6,035	12,738	6,703	50,925	44,890		11.9%	

## Detailed Income &amp; Expenditure by Phased Budget Heading 16/06/2026

Month No: 3

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4203 Other Transport Costs	0	1,242	1,242	0	3,726	3,726	26,608		26,608	0.0%	
4204 Vehicle Fuel Costs	0	84	84	107	252	145	1,008		901	10.6%	
4205 Vehicle Costs (exc Fuel)	1,144	115	(1,029)	4,580	345	(4,235)	1,380		(3,200)	331.9%	
4301 Equipment	3	2,407	2,404	57	7,229	7,172	28,892		28,835	0.2%	
4304 Catering & Hospitality	0	34	34	0	102	102	408		408	0.0%	
4305 Clothes, Uniform & Laundry	46	150	104	46	450	404	1,800		1,754	2.6%	
4313 Professional Fees - Other	170	250	80	210	250	40	1,000		790	21.0%	
4323 Telephones & Broadband	0	100	100	98	300	202	1,200		1,102	8.2%	
4325 Computing	248	0	(248)	1,617	0	(1,617)	0		(1,617)	0.0%	
4327 Publicity Advertising	0	33	33	0	99	99	396		396	0.0%	
4342 Subscriptions	0	0	0	90	0	(90)	0		(90)	0.0%	
4900 Miscellaneous Expenses	0	30	30	0	90	90	360		360	0.0%	
Cemeteries & Open Spaces :- Indirect Expenditure	<b>7,996</b>	<b>26,956</b>	<b>18,960</b>	<b>53,956</b>	<b>89,009</b>	<b>35,053</b>	<b>341,817</b>	<b>0</b>	<b>287,861</b>	<b>15.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,976)</b>	<b>(14,210)</b>	<b>(12,234)</b>	<b>24,471</b>	<b>(48,771)</b>	<b>(73,242)</b>	<b>(181,865)</b>				
Grand Totals:- Income	<b>6,020</b>	<b>12,746</b>	<b>6,726</b>	<b>78,427</b>	<b>40,238</b>	<b>(38,189)</b>	<b>159,952</b>			<b>49.0%</b>	
Expenditure	<b>7,996</b>	<b>26,956</b>	<b>18,960</b>	<b>53,956</b>	<b>89,009</b>	<b>35,053</b>	<b>341,817</b>	<b>0</b>	<b>287,861</b>	<b>15.8%</b>	
<b>Net Income over Expenditure</b>	<b>(1,976)</b>	<b>(14,210)</b>	<b>(12,234)</b>	<b>24,471</b>	<b>(48,771)</b>	<b>(73,242)</b>	<b>(181,865)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,976)</b>	<b>(14,210)</b>	<b>(12,234)</b>	<b>24,471</b>	<b>(48,771)</b>	<b>(73,242)</b>	<b>(181,865)</b>				



Supporting Our Community

## **ALLOTMENT AGREEMENT**

THIS AGREEMENT is made on [date]

BETWEEN

**Godalming Town Council, 107-109 High Street, Godalming, Surrey GU7 1AQ ('the Council')**  
and  
**Insert name and address ('the Tenant')**

### **1. Agreement to Let**

The Council agrees to let to the Tenant the Allotment Plot as follows:

<b>Period of the Agreement:</b>	1 October 2026 to 30 September 2027
<b>Tenant:</b>	Insert name
<b>Location:</b>	Peperharow / Bury's Allotment
<b>Plot No(s):</b>	Insert Plot Number
<b>Annual Charge:</b>	£10.72 for a full year
<b>Rent Due Date:</b>	1 October 2026

This Tenancy Agreement supersedes all Tenancy Agreements previously issued.

### **2. Rent**

The Tenant hereby agrees with the Council:

- a) To pay the rent on receipt of an official invoice.
- b) A Tenant taking up an allotment within the rent year will pay a proportion of the rent based on 1/12<sup>th</sup> of the annual rent for each complete month remaining. A Tenant may voluntarily relinquish the Allotment before any year-end but no rebate will be payable.

### **3. Charges**

- a) The Council reserves the right to review this Agreement and charges for allotments and services as required. Before making any changes, the Council will give you notice of such changes.
- b) Allotments are leased annually from 1 October and payment is due in full within 40 days. If you fail to pay, your Tenancy may be terminated as per Clause 6.2.
- c) Rent will be reviewed annually in October and increases will be in line with the CPI Index. Tenants will be notified of the increase at the commencement of the following tenancy period.

### **4. Observance of Rules**

- a) Tenants must observe and comply with current rules, regulations and policies and those which the Council may make at any time in the future (eg. statutory law changes, local restrictions – such as bonfire restrictions).
- b) Tenants must comply with any reasonable or legitimate directions given by an authorised officer in relation to an allotment or site.

## **5. Liability**

- a) The Council is not liable for loss by accident, fire, theft or damage of any structures, tools, plants or contents on the Allotment Garden site. Tenants are advised not to store any items of value on the allotment, and to insure and mark any items kept at the allotment Garden site. Tenants should report incidents of theft and vandalism to the Council and the police.
- b) The Council shall accept no liability in respect of any claim whatsoever arising from personal injury to the Tenant or any third party which occurs within the boundaries of the Tenant's plot as a result of the Tenant operating the Allotment Garden. Tenants should check with their home contents insurance policy provider whether they have personal liability cover for their activities. Tenants are not covered by the Town Council should they cause injury or damage from their activities. This does not dilute the Council's responsibility relating to duty of care or its responsibilities relating to person/s working on behalf of the Council or outside agencies in the Allotment Garden.

## **6. Termination of the Tenancy**

### **6.1 By Notice**

- a) The Tenancy may be terminated by the Council by serving on the Tenant 12 months written notice to quit, which must be issued outside of the growing season (6 April - 29 September).
- b) The Tenancy may be terminated by the Tenant by serving on the Council not less than two months' written notice to quit.
- c) The Tenant must return the allotment to the Council at the end of the tenancy in good condition. The Council may recover from the Tenant compensation if there has been any deterioration of the allotment plot caused, in the Council's opinion, by the Tenant's failure to fulfil this Agreement.
- d) The Council may give any written notice under this Agreement by delivering it to you personally, by posting it to the last known address, or by leaving it on the allotment. The Tenant may give us any such notice by delivering or posting it to the Town Clerk, Godalming Town Council, 107-109 High Street, Godalming GU7 1AQ.

### **6.2 By Re-entry**

- a) If the Tenant has breached any of the rules in the Agreement, the Council may re-enter the allotment and bring the Tenancy to an end by giving one month's notice. The Council may still recover money from the Tenant if any liability under this Agreement has been incurred, even after the ending of the Tenancy.
- b) In the case of appeals or disputes, the Council's decision will be final. Appeals or disputes should be sent to the address at the end of this document.

## **7. Underletting**

The Tenant must not underlet, assign or part with the possession of the plot or any part of it. The plot can only be handed back over to the Council.

## **8. Use/Cultivation**

- a) The plot must be mainly used for the production of vegetables, fruit and herbs for consumption by the Tenant or the Tenant's family. The Tenant must keep it free from weeds and maintain every part of it in a state of cultivation and in good condition. Failure to do so may lead to the issue of an improvement notice from the Council. In the event of a failure to comply with the conditions set out in this notice, the Council may terminate your Tenancy according to 6.2a) and under the 1950 Allotments Act may seek compensation for the cost of making good any deterioration to the land.
- b) The Tenant must not use the plot for the storage of any vehicles or goods, excluding sheds or tools where permitted by the Council, or for the storage of any crops which are not grown on the plot. The plot must not contain any non-bio-degradable carpets or materials. Plastic must not be used as membrane, however, is permitted for use as a temporary weed suppressant. The Tenant must not use tyres on the plots for securing any materials whatsoever. When relinquishing the plot, all plastic must be removed from site.
- c) Only materials for use on the plot may be stored there, such as beanpoles, cloches, pots and netting for seasonal use.

- d) Turn over all water containers (old pots, etc.). Make sure water collecting tanks have a minimum gap of 6 inches between water level and lip.
- e) Clear all nettles and brambles regularly to ground level.

## 9. Nuisance

The Tenant must not cause undue nuisance or annoyance to any other Tenant, the Council or to the occupants of any premises adjoining the allotment site, either through an action or inaction, or by rude or offensive behaviour, whether through carelessness, ignorance, or persistent or deliberate action. The Council has a zero-tolerance approach to this rule and any tenant found causing a nuisance may result in the termination of your Tenancy.

## 10. Health & Safety

The Tenant has a legal duty of care to others, requiring that the plot is maintained and used safely. The Tenant could be sued for failing in this duty.

- a) **Paths** – Ensure that paths are not obstructed at any time; do not put stones on paths as they may fly up when the paths are strimmed; do not use weedkiller or put wood chippings or carpet on grass paths as these will cause the paths to deteriorate; and keep grass paths trimmed so that the route is obvious. Any drainage ditches dug alongside paths should be kept clear of long grass and made visible to people using the paths.
- b) **Canes & Posts** – Canes and narrow posts should be capped to avoid eye injury – an upturned plastic bottle will do. Short metal posts should not be used near paths – they may cause a passer-by to trip.
- c) **Ponds** – Permission must be obtained from the Council before installing a pond. Ponds must be located away from paths and surrounded by material (plants etc.) to offer the least possibility for accidents.
- d) **Power & Hand Tools** – Before using a power tool, the Tenant must ensure they are familiar with the instructions and use and use the recommended safety wear. Remember that a strimmer/brush cutter can throw a stone 15 metres, or over 3 plots. Whilst operating equipment, particularly on or adjacent to paths, be aware that others may walk up behind you without realising that you can't hear their approach. Do not leave tools lying on the path. Ensure that blades are sheathed or stored in a safe place when not in use. Lay rakes on the ground point-side down.
- e) **Gardening Chemicals** – Keep all chemicals in their original, labelled containers and follow the instructions carefully. Store the chemicals in a safe place, preferably out of the reach of children.
- f) **Manure** – Horse manure and other manures should be composted for at least six months to avoid contamination of the soil by veterinary products.
- g) **Petrol, Paraffin & Gas** – If the Tenant uses a petrol-powered tool, bring sufficient fuel for your requirements and take away any fuel left over. If you use LPG gas to boil water, do not keep spare cylinders in the same area. If you have a paraffin greenhouse heater, make sure there are no flammable materials nearby.
- h) **Broken Glass & Similar Hazards** – Wrap broken glass in newspaper and dispose of it and other hazards eg. scrap metal, safely away from the Allotment Garden site.
- i) **For Visitors** – Remember that the Tenant is responsible for visitors at all times. Please draw their attention to these points: Allotment paths are often crooked and uneven so be careful where you walk, and in particular watch out for obstructions that may be obscured by vegetation. Don't stray off the paths: soil which appears firm may be recently dug and thus soft; there are many ponds, some small; netting and fine cord (used to deter birds) may be invisible to the naked eye; broken glass is common. Never approach someone who is using a power tool, particularly if they are wearing ear defenders: they are unlikely to be aware of your approach and may swing round and catch you with a cutting blade or similar. Do not touch the ash of a bonfire: it can retain a high temperature for hours, even after heavy rain.

## 11. Infrastructure

Unless otherwise agreed, the Council is responsible for the upkeep of hard standing, water supplies, fences and gates. It is the Tenant's responsibility to report damage to the Facilities Supervisor.

## **12. Paths**

The Tenant must keep any path set out by the Council clean and tidy and free from nettles and high growth. The Tenant must not obstruct access for other plot holders and must also keep clear the area to the front of the boundary fence adjoining the access road.

## **13. Communal Areas**

The Council is responsible for the general maintenance of communal areas. Tenants to inform the Council of any identified issues.

## **14. Refuse**

- a) The Tenant must not fly tip or dump rubbish or waste on the plot or any other part of the Allotment Garden site.
- b) The Tenant must not sell or take away from the plot any soil, gravel, sand or stones.
- c) The Tenant must remove all unnecessary items from the plot (pallets, matting, planks etc.).
- d) The Tenant must not compost kitchen waste or animal droppings containing feed.
- e) The bringing on site and use of polluting materials such as tyres, asbestos, glass and carpet shall be treated as illegal disposal of waste and will result in immediate notification and referral for prosecution.
- f) In the event that a Tenant is put on notice for excessive materials such as timber, metal, carpet or tyres being left on plot, and if the Tenant does not clear such materials then the Council reserves the right to clear such materials and reclaim costs from the Tenant.
- g) If Tenants witness someone illegally fly-tipping rubbish onto the Allotment Garden site they should immediately contact the police.

## **15. Admittance/Inspection**

- a) The Council may enter the plot for the purposes of carrying out a periodic review and otherwise in the case of an emergency.
- b) The Tenant must allow the Council to enter to inspect the allotment and/or any building/structure at any time.
- c) The Council may carry out such repairs and maintenance of both the Tenant's allotment and/or building/structure on the allotment as is considered necessary. In cases where it is the intention to ask the Tenant to pay for any remedial/maintenance work, estimates of the cost of such work will be given in writing to the Tenant who may take the matter up with the Council if the costs can be demonstrated as excessive or the need for the work is disputed.
- d) Any authorised Officer or representative of the Council has the right to refuse admittance to the Allotment Garden site to any person other than the Tenant or members of the Tenant's family. The Tenant is at all times responsible for anyone that they invite onto the Allotment Garden Site.

## **16. Buildings – The Burys**

- a) The Tenant must not build or put up any building or structure on the plot, subject to b).
- b) The Tenant should apply to the Council for consent to erect a shed, which the Council reserves the right to refuse unless the proposed structure complies in all respects with the requirement of the Council as laid down by them from time to time. When requesting permission the Tenant must supply the material specification and dimensions of the proposed structure. Sheds and greenhouses must comply with the following rules:
  - i. All buildings must be sectional and constructed of either new or perfectly sound secondhand material. No brick buildings are allowed.
  - ii. Bases, if constructed, should be of sleepers, pre-cast paving slabs or loose-bedded brickwork.
  - iii. The use of corrugated iron, sheet metal, hardboard and floated concrete in bases or floors is prohibited.
  - iv. Any building erected and found upon inspection to be unsatisfactory or unsightly will be required to be removed at the Tenant's expense.
  - v. All buildings must be erected at the rear of the plot.

- c) In the event of any unauthorised shed or structure being erected the Council reserves the right to require the removal of the same and in default of such removal arrange for the same to be removed at the cost of the Tenant.
- d) Any building/structure erected by the Council on the Tenant's allotment plot is the property of the Council and may be removed after one month's written notice that the Council will do so. The Council is not under any obligation to renew anything that is removed.

**17. Buildings – Peperharow**

Tenants at Peperharow Road are prevented from erecting any buildings, including sheds or greenhouses, by a restrictive covenant held by a third party.

**18. Dogs**

No dog shall be brought into or kept in the area of the Allotment Garden site by the Tenant or one acting with his authority or approval unless properly leashed and any litter arising from this should be cleaned up and removed from the site.

**19. Bees**

Tenants may apply for permission to keep bees on their Allotment plot. Each application will be considered on its merits, but the beekeeper must have valid insurance cover, preferably through membership or affiliation of the British Bee Keeping Association.

**20. Barbed Wire**

The Tenant must not use barbed wire, razor wire or similar on the plot or the wider Allotment Garden site.

**21. Bonfires**

If a bonfire is the best practicable way to dispose of garden waste from the plot, it should be managed in accordance with the following rules:

- a) Fires should be contained within a fire pit; no ground surface bonfires are allowed on the Allotment Garden site.
- b) Fires should be kept to a minimum. Only dry, woody materials should be burned. No imported materials should be burned and only when this does not cause a nuisance to others.
- c) No wet or damp substances, weeds or green plant matter or any material that gives off noxious fumes or pollutes the soil should be burned. These cause a great deal of smoke which can be a nuisance to other allotment holders, or the public and is often highly hazardous to health.
- d) All low temperature fires are potentially hazardous, recent studies have identified many carcinogenic substances in the smoke from such fires.
- e) The Tenant must tend the fire at all times. Make sure that they are completely out before leaving the site. The Tenant must extinguish the fire if a nuisance arises and must make it safe before leaving the allotment.
- f) Tenants failing to follow these rules will be putting their tenancy at risk. Persistent complaints from surrounding local residences are likely to lead to a blanket ban on all site bonfires.
- g) If approached by an authorised Council Officer regarding a bonfire problem, the Tenant should be co-operative and extinguish their bonfire when asked to do so. If requested, they should provide their full name and plot number. Failure to comply and/or instances of verbal or physical abuse towards an Officer may lead to tenancy termination and will be documented to possibly be used in any subsequent court proceedings.

**22. Water**

- a) A water butt with a secure cover for water supply purposes may be kept on the plot and must not become stagnant.
- b) In general, the use of hosepipes is prohibited; however, if any Tenant has a genuine reason for using a hosepipe to fill their water butt, they must contact the Council to be issued with a licence allowing them to do so. Plot holders issued with a licence may only use a hosepipe to fill their water butt, not for any other purpose. The use of hosepipes for

the agreed purpose will only be acceptable if used considerately, at quiet times, when the use of taps is at a minimum.

**23. Entrance Gates**

The entrance gate to the Allotment Garden site must be left closed at all times. When entering the site please make sure the lock is secured (to prevent theft) and that the access code is not visible. If the last person to leave, please make sure the gate is secured and locked.

**24. Chemicals**

The Council encourages the Allotment Garden site to be organic wherever possible. The Tenant should not use synthetic pesticides, vermicides, herbicides or similar non-organic means for controlling pests and weeds if it can be avoided through the use of non-chemical means.

The Tenant must take proper precautions when using sprays or fertilisers to minimise any adverse effects on the environment and comply at all times with instructions and regulations governing their use.

Chemicals must be stored in a safe place in their original, labelled containers and be used in accordance with the manufacturer's instructions and current legislation and must not be allowed to spread beyond your allotment. Particular caution must be exercised in the vicinity of ponds, hedges and other wildlife features. Containers must not be rinsed in the dip tanks of the communal water supply.

**25. Change of Address**

The Tenant must tell the Council as soon as possible if you change address.

**26. Eligibility**

- a) The Tenant needs to be at least 18 years old to be eligible for the tenancy of a plot.
- b) The Tenant must be resident within the area of the parish of Godalming and must surrender the tenancy if they move outside of the area.
- c) The Tenant may apply for additional plots subject to availability and at the discretion of the Council.
- d) Priority will be given to applicants who do not have a garden of their own or live in shared accommodation, schools and youth organisations.

**27. Reporting Issues**

If a serious issue requires prompt investigation or action (eg. a tree in a potentially dangerous state) this should be reported to the Council on 01483 523112, giving the allotment site name and approximate location of the danger. The Council is responsible for ensuring proper use of the allotments, and carries out inspections to this end. If you believe a plot is not being properly used, please report this to the Council.

**28. Disputes**

- a) Any dispute between the Tenant and another tenant must be referred to the Council whose decision will be final.
- b) In the case of two Tenants having an unresolved dispute and no one party can be proven as being in breach of any site rules then the Council reserves the right to end the tenancy of both parties.

**29. Legal Obligations**

The Tenant must observe and comply fully with all Acts, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Garden site.

**30. Definitions**

In this Agreement the following words have meanings as follows:

'allotment' and 'allotment garden' mean an allotment garden as defined by the Allotments Act 1922.

'The Tenant' means the person named in this Agreement executing this Agreement with Godalming Town Council granting you the tenancy of an allotment subject to these conditions.  
'The Council' means Godalming Town Council.  
'rules' means the terms and conditions of your tenancy.

**31. Legislation**

All allotments are provided by Godalming Town Council under the provisions of the Small Holdings and Allotments Acts of 1908 and 1926 and the Allotments Acts of 1922, 1925 and 1950.

**32. Declaration Form**

Please complete the section below and return the form with your remittance to:

Operations & Compliance Officer, Godalming Town Council, 107-109 High Street, Godalming, GU7 1AQ. Email: [operations@godalming-tc.gov.uk](mailto:operations@godalming-tc.gov.uk)

Allotment Plot No. Insert Number – Peperharow / Bury's Allotments	
I have read and understood the Allotment Tenancy Agreement and agree to comply with the same.	
<b>Tenant</b>	
Full Name _____	
<small>Block Capitals</small>	
Signature _____	Date: _____
Payment Method:    Electronic <input type="checkbox"/>	By Cheque <input type="checkbox"/>

<b>Council</b>	
Signature _____	Date: _____
Clerk to Godalming Town Council – Mr Andy Jeffery Godalming Town Council, 107-109 High Street, Godalming, Surrey, GU7 1AQ	

**Tenant**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone No. \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

Are you happy for us to contact you by email? Yes  No

*Please note that Godalming Town Council will only hold your personal data for the purposes of this agreement and will not pass your details to any third party.*

## PROPOSAL ASSESSMENT FORM

<b>Proposal Name/Title</b>	Fleet Operations: GTC Vehicle Fleet Capacity and Reliability
<b>Aim/Objective</b>	<p>To maintain and strengthen operational resilience within the Council's Maintenance Team by:</p> <ul style="list-style-type: none"> <li>• Disposing of the current ABTe Transporter Electric Vehicle</li> <li>• Acquiring a suitable second-hand replacement electric panel van (EV) that provides reliable, operational capacity to enable efficient delivery of services.</li> <li>• Provide a second-hand electric small utility vehicle to increase flexibility, increase efficiency and reduce personal vehicle use and associated mileage allowance payments.</li> </ul>
<b>Corporate Plan Reference</b>	<p>Part 1, Section 4 – Expansion of in-house operational capability  Part 2, Section 2 – Management and maintenance of expanding estate  Part 2, Section 3 – Build operational capacity to support Community Asset Transfer</p>
<b>Recommendation(s)</b>	<p>Members are asked to:</p> <ol style="list-style-type: none"> <li>1. Authorise the disposal of the Council's ABTe Transporter EV.</li> <li>2. Authorise the procurement of a suitable second-hand electric panel van to support council operations</li> <li>3. Authorise the procurement of a suitable second-hand small utility van, with all costs met from Cost Centre 301 –Equipment (4301) and balance of funds in 301/4131 Vehicle purchase and on road costs not to exceed £20,000. (£4925 from 301-4131, up to £15,075 from 301-4301 (leaving a balance of @£13,798)</li> </ol>
<b>Proposal</b>	
<p>Godalming Town Council currently owns and operates an ABTe Transporter inherited from the former Joint Burial Committee. As reported in November 2025, this vehicle experienced a significant electrical failure rendering it unusable. At that time Members agreed to invest in repair, However, due to the scarcity of suitable qualified mechanics and appropriate diagnostic equipment (only one set in the country, which has to be booked for use between approved garages) the vehicle remained off the road for over 4-months.</p> <p>Having received the vehicle back on 19 February 2026, a second system failure mid-May has resulted in this vehicle being unusable. As with the previous experience, a significant delay has been experienced in being able to book the vehicle into the approved workshop for diagnostics to begin. At this point the cause of the fault and what repairs are required and duration to get this vehicle back on the road is unknown.</p> <p>GTC's maintenance team operate at over 53 different locations around the parish, in addition to watering requirements of Floral Godalming and visits to supply merchants and other activities requiring transportation of goods, equipment or people. This load is due to increase as new Community Assets come on stream later in the current civic year.</p> <p>The loss of any GTC vehicle significantly reduces the efficiency of the maintenance team and limits the number and type of work that can be achieved by staff.</p>	

**Proposal:**

1. Disposal of the current ABTe Transporter. Ideally as a running vehicle via BCA Blackbush if repairs are estimated at less than £1,000, or for best offer from dismantlers if non-running.
2. Purchase of a replacement panel van with a second Peugeot e-expert to provide commonality with existing GTC support vehicle.
3. Purchase of a second-hand electric small utility van
4. Any funds received from disposal of ANTe is used to offset purchase of replacement vehicle.

**Strategic & Operational Justification**

- Maintains essential service capacity while addressing vehicle unreliability.
- Avoids disproportionate further investment in technically unsupported equipment.
- Provides flexibility and resilience within the Facilities fleet.
- Reduces reliance on staff using personal vehicles.
- Supports GTC's environmental objectives by maintaining an electric fleet strategy.

**Financial Implications**

Cost Component	Estimate (excl. VAT)	Notes
Procurement of EV Panel Van & Small Utility van	Within existing budgets	Up to £20,000 on the road costs. Cost to be contained within 2026/27 allocation

**Funding Source:**

Cost Centre 301 – Equipment (4301) and balance of (4131)

All expenditure contained within approved 2026/27 budgets. No reserves required.

**Key Identified Risks & Mitigation**

**Strategic Risk:** Long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.

Decision unlawful	Decision is within the power provided under the General Power of Competence.
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Service Delivery - Fleet unreliability impacting on operational efficiency and ability to expand capacity to meet CAT delivery	Future-proofing operations
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**Compliance Risk:** Failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Decision improperly made	Proposal placed on a published agenda. Decision to be made by the Council, or a Committee of the Council. Decision of the Council recorded on the record minutes.
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**Financial Risk:** Fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Compliance - Procurement process challenge	Procurement authorised by decision of the council and implemented i.a.w financial regulations.
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Affordability	This initiative to be funded from within the 2026/27 Equipment Budget (Cost Centre 301) and available balance of nominal code 4131. Ongoing maintenance to be contained within Cemeteries and Open Spaces cost centre.
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<b>Operational, Staffing and Health &amp; Safety Risks:</b> Failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.	
<b>Risk Description</b>	<b>Mitigation</b>
ABTe unreliability affecting service delivery.	procurement of replacement EV Panel Van to maintain capability.
Lack of vehicle capacity reducing efficiency of maintenance team in current and future service delivery	Increase vehicle fleet capacity by addition of small EV utility van
Delay in sourcing suitable EV vehicles.	Flexible procurement specification to ensure timely acquisition.
Flexible procurement specification to ensure timely acquisition.	Transparent reporting to Members and clear cost controls in place.
Replacement vehicle selection could affect emissions goals.	Only electric vehicles to be considered.
GTC Asset Register	The ABTe (VW Transporter) will be removed from asset register on disposal and any replacement or additional EV will become a registered Council assets and insured accordingly.
<b>Environmental Risk; Effect on Climate and Ecology, sustainability of development</b>	
Sustainability	<b>Environmental Impact</b> The proposal maintains GTC's commitment to low-emission fleet operations, minimises waste through repeat failure of existing assets, and supports continued transition towards sustainable service delivery. The proposal supports GTC's net-zero objectives and continues to eliminate the need for personal vehicle use.